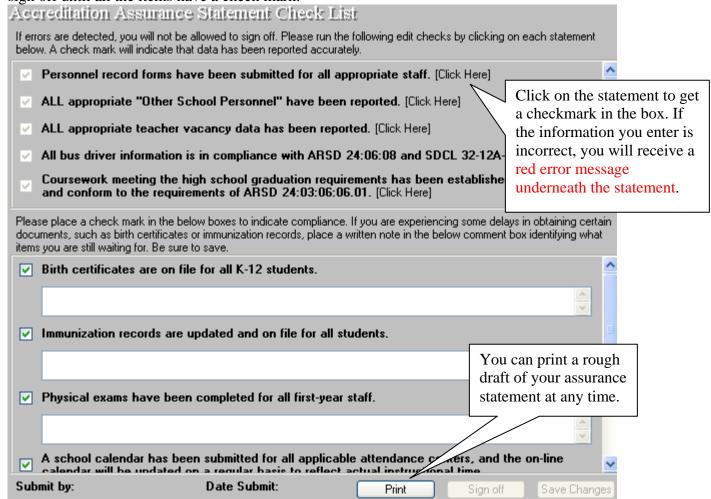


## Assurance Statement Directions School Year 2006-2007

Once the online school accreditation reporting process has been completed, South Dakota law requires ALL school's chief administrator to sign a statement verifying compliance with the state's requirements for accreditation of the school system. This report should be submitted electronically to the Department of Education as soon as the school has complied with each of the bulleted items listed on the report, but no later than October 13, 2006. Please note that timely submission of this document is critical to maintaining your accredited status and that once you sign off your personnel record form login is turned off.

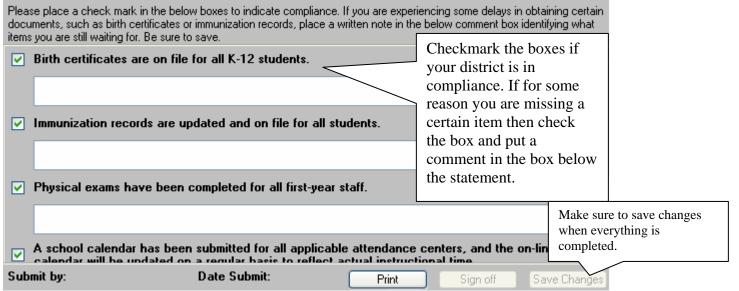
**STEP #1:** At this screen, you will see a one-page Assurance School Report customized for your particular school system (this example shows the Pierre School District 32-2). Run the following edit checks by clicking on each statement below. A check mark will indicate that data has been reported accurately. The program will not allow you to sign off until all the items have a check mark.



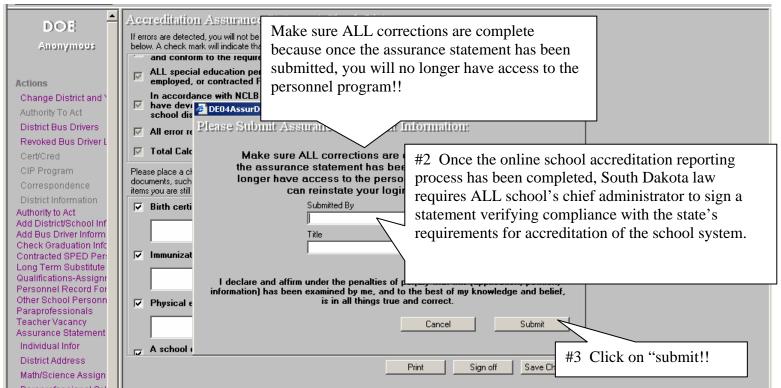
Contact: Jennifer Neuhauser at 773-4774

Email: jennifer.neuhauser@state.sd.us

**STEP #2:** Please place a check mark in the below boxes to indicate compliance. If you are experiencing some delays in obtaining certain documents, such as birth certificates or immunization records, place a written note in the below comment box identifying what items you are still waiting for and contact Jennifer Neuhauser at 773-4774 to discuss your options.



<u>STEP #3:</u> Once the above online school accreditation reporting process has been completed, South Dakota law requires ALL school's chief administrators to sign a statement verifying compliance with the state's requirements for accreditation of the school system. The report CAN be signed and transmitted online at this time by clicking on the "Sign off" button.



The program will then prompt you to "Print" a final copy of the assurance for your records. The signature and date will populate the report.

Contact: Jennifer Neuhauser at 773-4774 Email: jennifer.neuhuaser@state.sd.us